



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

SIGNING & MARKING FIELD SUPERVISOR

OPEN (Job Code 122507010)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: January 23, 2012 at 7 a.m.
FILING DEADLINE: January 30, 2012 at 4:30 p.m.

Current Monthly Starting Salary: \$4,419.87

*Please attach your **SUPPLEMENTAL ASSESSMENT** to your application.*

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position will supervise, assign and review the work of staff responsible for the city's street and traffic sign and markings installation and maintenance program; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to graduation from high school.
- Three years of increasingly responsible experience in traffic maintenance work, such as street painting and marking, and fabrication and installation of signs, including one year of supervisory or lead responsibility.

LICENSE AND CERTIFICATE:

- Possession of an appropriate, valid driver's license on the date of application and maintenance thereafter.
- On the date of application, provide documentation of completion within the last five years of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.
- Possession of a Flagman certification from the Nevada Department of Transportation within six months of the date of appointment.
- Possession of a City of Las Vegas forklift certificate within six months of the date of appointment.
- Possession of Signs and Markings Specialist Level III certification from the International Municipal Signal Association within one year of the date of appointment.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

SEE REVERSE FOR MORE INFORMATION

SIGNING & MARKING FIELD SUPERVISOR

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TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, ***and may be required to demonstrate the ability to perform the physical requirements of the job.***" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.



City of Las Vegas

Signing and Marking Field Supervisor

Supplemental Assessment
(Required)

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. **You may attach a copy of your resume, but it is the application that will be used to determine your qualifications. Please be thorough.**

This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process. **Check all applicable boxes and give years of experience where indicated.**

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____

Please print

Social Security Number: _____

Date: _____

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Please complete the following information:

Graduation from high school: Yes ☐ No ☐

If yes, school name: _____

Location: _____

If no, do you have a GED certificate? Yes ☐ No ☐

If no, indicate the highest grade completed: _____

College attended: _____

Degree: Yes ☐ No ☐

Major: _____

Do you possess a valid driver's license? Yes ☐ No ☐

If yes, type of license: _____, License #: _____

Issuing state: _____, Expiration date: _____

Do you possess an OSHA 30 hour training certificate? Yes ☐ No ☐

Experience (Check all applicable boxes and give years of experience where indicated)

The statements below address some of the abilities and knowledge needed to complete the essential functions of this position. Please indicate which statement BEST describes your experience in each area. For each statement, you must also include which employer(s) on your application are associated with the experience.

1. Which statement BEST describes your experience in supervising and leading the performance of employees engaged in installation and maintenance of traffic and street signing and marking program.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

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2. Which statement BEST describes your experience in submitting purchasing recommendations and monitoring expenditures.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

3. Which statement BEST describes your experience in selection of staff, providing staff training, evaluating staff and assigning work activities, projects and programs.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

4. Which statement BEST describes your experience in responding and resolving difficult and sensitive citizen inquiries and complaints.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

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5. Which statement BEST describes your experience in supervising and ensuring employees adhere to safe work practices and procedures.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

6. Which statement BEST describes your experience in coordinating layout, installation and maintenance of traffic control marking and signs.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

7. Which statement BEST describes your experience in establishing schedules and methods for providing signing and marking services.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

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8. Which statement BEST describes your experience in inspecting completed work to ensure compliance with civil plans, traffic engineering plans, drawings and classifications.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

9. Which statement BEST describes your experience in preparing and presenting staff reports and other necessary correspondence.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

10. Which statement BEST describes your experience in maintaining logs and records on traffic related program activities and operations.

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

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11. Which statement BEST describes your experience in establishing performance requirements and personal development goals and provide coaching for performance improvement and development.

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job in traffic signing and marking projects

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

